

409th CSB Purchase Request Submittal Dates for Fiscal Year 2010

The deadlines for submission of FY 10 purchase requests for all 409th CSB Contracting Offices are shown in the following table. These dates are based on receipt of a complete and accurate requirements package. If the package is incomplete or contains inaccuracies, resolution will delay award. The Chief of the Contracting Office will evaluate for acceptance purchase requests submitted after the cut-off date on a case-by-case basis. Acquisition planning should begin as soon as the agency need is identified, preferably well in advance of the fiscal year in which contract award or order placement is necessary. The planner shall form a team consisting of all those who will be responsible for significant aspects of the acquisition, such as contracting, fiscal, legal, and technical personnel to allow for acquisition timelines and resources.

Requirement		Received at contracting office by:
Commercial & Non-Commercial Items	Up To \$100,000	31 August 2010
Commercial Items	\$100K- \$5M	28 May 2010
Commercial Items	Over \$5M	30 April 2010
Non-Commercial	Over \$100K	30 April 2010
Delivery or Task Order against Single Award Indefinite-Quantity and Requirements Type Contract	All	17 September 2010
Delivery or Task Order against Multiple Award Indefinite-Quantity Contract	Up to \$100K	17 September 2010
	\$100K & Over	13 August 2010
Construction, Repair and Maintenance		
C & D type Contract	Up to \$100K	13 August 2010
C& D type Contract	\$100K to \$299,999	30 July 2010
C& D type Contract	\$300K & Over	30 June 2010
Multi-Trade (MTCRM) Task Order	Job Ordering Contract Portion	24 September 2010
Multi-Trade (MTCRM) Task Order	Lump Sum Portion	13 August 2010
Multi-Trade (MTCRM) Task Order	Time and Materials Portion	17 September 2010
ABG	All	28 September 2010

These dates incorporate the time needed to put a contract in place. Delivery or ramp up for providing service must also be allowed for. Services are required to begin before the funds expire.

Add 30 calendar days for any purchase that will use trade-off source selection procedures. (Where other evaluation factors are more important than price. i.e. Past Performance, Technical Expertise, Delivery Time, etc....)

The Free Trade Act requires competed supply purchases above \$194K to be published with a 40 day vendor response time.